

# Adjutant General's Department

5/11/2015

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	<b>NEW Part-time Administrative Assistant</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180595">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180595</a>	CFMO-Topeka	May 18, 2015
Topeka	1,2,3	Unclassified	<b>Exercise Officer (Staff Development Specialist)</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180532">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180532</a>	KDEM-Topeka	May 20, 2015
Leavenworth	1,2,3	Unclassified	<b>Facilities Specialist</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180354">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180354</a>	CFMO	Until Filled
Topeka	1	Unclassified	<b>Facilities Maintenance Supervisor</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180268">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180268</a>	CFMO	Until Filled
Topeka	1,2,3	Unclassified	<b>General Maintenance Repair Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252</a>	190 <sup>th</sup> CE	Until Filled
Topeka	1,2,3	Unclassified	<b>Industrial Mechanical Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249</a>	CFMO	Until Filled
Topeka	1,2,3	Unclassified	<b>Environmental Scientist I</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180237">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180237</a>	DPW	Until Filled
Salina	1,2,3	Unclassified	<b>Utility Worker</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233</a>	DPW/RTI	Until Filled
Ft. Riley	1,2,3	Unclassified	<b>Building Systems Technician</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723">https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723</a>	CFMO	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1, 2, 3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

#### **Part-Time Administrative Assistant – Topeka CFMO**

**Requisition # 180595 - Open until May 18, 2015 - Job Summary:** Unclassified, Part-Time, 20 hours per week, \$12.98 per hour.

**Job Description:** This position will be administrative assistant to the Accountant II and Resource Manager for multiple cooperative agreements for statewide multi-million dollar armory construction, maintenance and repair dollars, and range operations. This position is responsible for filing, data input, data collection, creation of binders. Will input invoices, utilities, expenditures and project information into an internal tracking systems. Will assist with searching for missing documents and invoices to aid in reconciling of billing worksheets.

**How will I be screened? (Required Qualifications):** Requires working knowledge and experience in Microsoft Word and Excel. Experience with federal cooperative agreements, accounting, SHARP, SMART and budgeting is a plus. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

#### **Exercise Officer - Staff Development Specialist Topeka, KS -**

The worksite for this position is in Topeka. It is preferred this employee live within a 50 mile radius of Topeka due to required response time in case of emergencies.

**Requisition # 180532 - Open until May 20, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$23.31 to \$24.48 per hour, depending upon qualifications. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** : Responsible for managing the day-to-day planning activities for building a comprehensive, statewide exercise program in support of local, regional and state partnerships. Develops, reviews and tracks state and local exercise strategies and activities and monitors compliance according to program and grant guidance. Analyzes capabilities and systems at all levels of government to identify performance gaps and skill development needs to enhance emergency management programs statewide. Develops and reviews after action reports and improvement plans and supports the maintenance of a corrective action program/system. Develops reports and provides presentations to key state and local leaders on exercise program priorities and lessons learned/best practices. Serves as the point of contact for exercise development training and provides related skill development opportunities. Designs and conducts exercises, develops and implements evaluation methodologies to affect performance and system improvements in order to enhance statewide capabilities. Maintains an electronic library of exercise documents, and provides technical assistance to emergency management programs in their development of activities that support identified needs and are in accordance to related grant requirements/state regulations.

**How will I be screened? (Required Qualifications):** Prefer a degree in emergency or business management, homeland security or public administration. Four years of experience in developing and managing programs and delivering instructional presentations. Knowledge of emergency management systems and response assets are beneficial. Instructional certifications preferred, with an applied knowledge of adult learning principles and solid interpersonal skills. Certification as a Master Exercise Practitioner (MEP) is preferred. Knowledge and applied experience in developing, conducting and evaluating emergency management exercises following Homeland Security Exercise & Evaluation Program principles is beneficial, prefer three (3) years of experience in developing, conducting and evaluating exercises.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Facilities Specialist****Construction Facilities Management Office-Fort Leavenworth, KS**

**Requisition #180354 - Open until filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$15.75 - \$18.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** The employee independently troubleshoots a problem or determines a facility maintenance, repair or construction problem solution, consults reference material if necessary, plans the materials and labor required, establishes a material list, performs the work. The employee must exercise a moderate amount of independent judgment. Incumbent will perform general maintenance in the following categories (but not limited to these categories):

- Complete interior and exterior finish work with paint, plaster, stains, tints or wall coverings.
- Complete carpentry and masonry repairs to match existing structure in appropriate finishes.
- Wall system construction/repair (including gypsum wallboard taping and finishing)
- Architectural hardware installation/repair to include combination lock setting via PDA.
- Grounds maintenance/tree and shrubbery care to include light mechanical repair of mowing systems.
- Window replacements to include proper trim and molding.
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replaces repairs or installs plumbing fixtures, faucets, valves, water heaters and related equipment.
- Installs tests and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Makes field modifications to sheet metal products when necessary to ensure proper installation and function.
- Services, repairs or replace electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical systems, fire suppression systems and recommends suitable electronic replacement. Installs new breaker panels, race ways, branch conduit and circuitry.
- Demonstrates competence at the master craftsman level in two or more crafts or trades. Reviewed annually by supervisor.

Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft is required. May be required to return to work or work additional hours on occasion, overtime

**How will I be screened? (Required Qualifications):** Two (2) years' of experience in the mechanical or building trades, including one (10 year in building systems (i.e. HVAC, electrical, plumbing.) Certified to service air conditioner units: Technician Type Universal. If not certified, must be able to get qualified within 90 days after employment State of KS Backflow and Cross Connection. If not certified, must be able to get qualified within 90 days after employment. Skill in use of tools and in the operation of machine and equipment commonly used in maintenance and repairing building systems work. Knowledge of work hazards and necessary safety precautions. Knowledge of methods, processes and tools used to operate, repair and maintain industrial mechanical systems and equipment such as abrasive blast systems, boilers, turbines, coils, air handlers, generators and other mechanical and electrical equipment. Knowledge of the methods and practices used in the operations and maintenance of water pumps, electronic controls, generators, or other mechanical and electrical equipment. Ability to interpret equipment technical manuals and building schematics.

**Facilities Maintenance Supervisor****CFMO-Topeka, KS – OPEN TO CURRENT STATE EMPLOYEES ONLY**

**Requisition # 180268 - Open until filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$16.56 – \$20.13 per hour.

Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Acts a lead technician and assist repair persons in the proper monitoring, repairing and operating multiple facilities located in North East Kansas. Assists in documentation of adjustments and repairs made, oversee the work of laborers used in grounds and maintenance and insure correct repairs are in compliance.

**How will I be screened? (Required Qualifications):** Requires five (5) years' experience in inspection, maintenance and repair of electrical systems, waste system, plumbing, refrigeration, disposal, water pumps, electronic controls, generators and other electrical and mechanical equipment. Must have the ability to interpret equipment manuals and blue prints. Must have a valid driver's license.

**Preferred Applicants:** will have 2 years supervisory experience, training in refrigeration and air conditioning, physical power plants and plumbing or graduation from an accredited two year technical school, knowledge of OSHA standards.

**General Maintenance Repair Technician I****190th CE-Topeka, KS**

**Requisition # 180252 - Open until April 19, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.79 - \$13.61 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Incumbent is required to perform custodial duties to include trash pickup, total floor care, dusting, window cleaning, custodial equipment repair, and general cleaning. Will be required to maintain clean/sanitary conditions in bathrooms, common areas, and other areas as directed by the supervisor. Responsible for the general maintenance of the grounds equipment to include Tractor, Gators, Mowers both push and riding mowers, and Snow Removal equipment. Incumbent will schedule assigned work orders according

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to custodial supervisor direction. Incumbent performs minor maintenance and recurring maintenance on selected building systems in the assigned areas. These responsibilities will vary from building to building and may include any of the building systems. Duties include (not limited to) bathroom fixture repair, exit/emergency light testing and repair, fluorescent lamp/ballast replacement, lawn sprinkler system repair, clearing of plugged drain lines, aerator replacement, carpet square and ceiling or floor tile replacement, HVAC filter replacement, and door weather seal replacement. Incumbent may be required to install items for customers such as (not limited to) dry erase boards, plaques, clocks, modular furniture accessories...only after coordination with custodial supervisor.

**How will I be screened? (Required Qualifications):** One (1) year experience and/or training in custodial work including operating high speed buffers and commercial carpet shampooers and one (1) year of training and/or experience in building maintenance trades. Normal color vision IAW AFR 160-43 or its replacement is mandatory. Must be able to work at heights up to 80 feet, lift objects weighing 50 pounds, and work in strenuous body positions. Incumbent is subject to call back during non-duty hours and periodically work in inclement weather.

**Preferred Applicants:** Will have working knowledge of applicable EPA regulations and building codes.

### **Industrial Mechanical Technician Construction Facilities Maintenance Office, Topeka, KS**

**Requisition # 180249 - Open until Filled - Job Summary:** Full time, unclassified with benefits, state position, \$16.56 to \$18.70 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Employee will perform general maintenance in but not limited to the following:

- Inspects, operates, maintains, modifies, and repairs all types of facility systems. Aligns, adjusts, services and repairs components and equipment such as abrasive blast systems, compressors, electric motors, and pumps. Tests and inspects installed electrical, mechanical and plumbing for proper operation and compliance with applicable technical orders, manufacturer's handbook, and local procedures, including compliance with safety and environmental regulations. Services components such as electric motors, compressors, valves, and moving mechanical parts with appropriate lubrications. Removes, disassembles, cleans, repairs, reassembles and reinstall components and components parts such as pumps, motors, controllers, compressors, burners, condensers, ruptured disks, valves, backflow preventers, safety and automatic valves, pistons, and bearings. Ensures HVAC equipment, components and systems are functioning properly and makes repairs if needed. Performs seasonal overhaul as required by applicable technical data and local procedures. Checks installed safety devices for proper operation. Repairs piping and pipe fittings. Removes sludge, scale and other harmful residue be cleaning. Available to respond to emergency maintenance and repair problems at all times. Periodically required to install new plumbing and plumbing fixtures.
- Performs preventative maintenance actions in accordance with applicable technical data and local procedures. Lubricates and repacks valves, lubricates pumps, replaces gaskets and seals, corrects pumping equipment misalignments, cleans or replaces strainers and filters, and services water/oil separators and other Real property installed Equipment (RPIE). Uses hand and power tools such as jackhammers, torque wrenches, meters, gear pullers, bench grinders, hydraulic presses, pipe-threading machines, cutting and welding torches, welding outfits, wrenches, micrometers, caliper, power drills, vacuum pumps, portable trash pumps, powered and non-powered saws, drills, taps, and punches with drills, drill presses and hand punches. Bench checks repairable components and sub-assemblies using test equipment, standards, and other equipment required by applicable technical data. Tests and calibrates repaired items to ensure adequacy and reliability of repair actions. Aligns pulleys and adjusts drive belts on belt driven equipment.
- Maintains and repairs wooden, masonry and concrete buildings and structures; assembles prefabricated structures; installs and repairs plumbing systems and fixtures. Maintains and repairs the structural components of facilities, including, but not limited to walls, flooring, ceilings, concrete footings, foundations, floor slabs, and metal components for prefabricated and permanent structures, doors, windows, screens, roofing, siding, pipe systems, plumbing fixtures, roof flashings, duct work, gutters and downspouts. Inspects, maintains, repairs, and installs structural and mechanical components of roll-up overhead doors and overhead hoists to include rollers, guides, pulleys, stops, cables, clamps, limit switches, etc. Installs, repairs, replaces, and adjusts building hardware and plumbing fixtures/devices such as hinges, hasps, locks, hydraulic door openers and closers, heating devices, sinks, toilets, showers, water heaters, traps, vents, drains, meters, fittings.
- This position is subject to occasional recall and overnight travel.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and two (2) years training and/or experience in the following building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, and electronic/pneumatic control repair. Physical ability to lift and move objects weighing up to 100 pounds and have normal color vision is required. Physical and mental ability to work at heights up to 100 ft. is required. Must have a valid driver's license. **Preferred:** Skill in use of tools and in the operation of machine and equipment commonly used in maintenance and repairing building systems work. Knowledge and work hazards and necessary safety precautions, knowledge of methods, processes and tools used to operate and maintain boilers, turbines, coils, air handlers, generators and other mechanical and electrical equipment. Knowledge of the methods and practices used in the operations and maintenance of water pumps, electronic controls, generators, or other mechanical and electrical equipment. Ability to interpret equipment technical manuals and building blue prints.

### **Environmental Scientist I Department of Public Works-Topeka, KS**

**Requisition # 180237 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$22.16 - \$25.00 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Job Description:** The position serves as an Environmental Scientist for the Kansas Army National Guard, Public Works Section and is responsible for providing specialized, professional and administrative work on a statewide basis. The incumbent will be responsible for monitors and inspects all KSARNG facilities and operational activities for compliance with applicable regulations and laws. Identifies and develops programs for the KSARNG to ensure compliance with the seventeen compliance areas. Environmental Management System (EMS) Coordinator. Serve as the POC for the development of the KSARNG Environmental Management System (EMS), including developing the framework for the EMS Plan, overseeing the preparation of the EMS, helping establish the KSARNG EMS Workgroup, assist in the development and fielding of required EMS-related training, and ensuring that the EMS is kept updated and reviewed as necessary or as required by Army guidance. Develop tailored training courses for specialized facilities such as industrial shops at the, CSMS, and FMS, and other facilities such as Training Sites, Warehouse and Armories. Coordinate training activities for both full-time professional staff and personnel assigned environmental duties at supported facilities. Coordinates with other personnel, staff, offices and agencies to obtain and schedule training seats and classes. Up to 40% of the time travel within the State of Kansas and out-of-state will be required. Incumbent may be required, on occasion, to work weekends in conjunction with Kansas Army National Guard unit training. Position is subject to call back during non-duty hours

**How will I be screened? (Required Qualifications):** Bachelor's degree in a physical or biological science (or closely related field) or environmental science (or closely related field); Eight years of experience in the fields listed above may be substituted for the required education. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Will have 2 years of experience in working in the environmental field. Strong background in computer operation with emphasis in spreadsheet operation.

### Utility Worker

#### Department of Public Works - Kansas Regional Training Center - Salina, KS

**Requisition # 180233 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.21 - \$12.66 per hour, with Maintenance and Trades differential of \$.30 an hour. Work hours 6:30 am to 3:00 pm, Monday through Friday. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position assists on maintenance/repairs of armories. Work includes but is not limited to the following:

- **MOWING:** Mows and/or power rakes lawns of property in order to keep grasses at an acceptable height and to have the grounds reflect positively on the agency. This is done by safely, skillfully and independently operating a variety of grounds maintenance equipment, such as: tractors with brush cutters, brush hogs, rotary blades or balers; riding and push lawn mowers; and power rakes; and being able to work under hot, humid conditions over 100 degrees for long periods of time. Requires valid driver's license.
- **DEBRIS AND TRASH REMOVAL:** Clears lawns and acreage of all trash, unwanted brush, downed or cut tree limbs, large rocks and other debris in order to keep the grounds clean and neat and help protect mower blades from damage. This requires the ability to move over uneven terrain, locate objects to be removed, secure and move large objects weighing up to 100 and at lengths of up to 6 feet and burning debris.
- **LANDSCAPING:** Performs a variety of landscaping activities in order to make the grounds attractive. This includes, but is not limited to: trimming trees and bushes; planting and watering flowers, shrubs, plants, lawn and trees; applying chemicals; destroying weeds, plant diseases and other unwanted conditions; and filling in washed out areas with dirt. This requires the ability to detect basic weeds and unwanted diseases; the ability to make accurate mixtures of fuel and oil; and ability to safely, skillfully and independently use a variety of power and hand tools, which include but are not limited to, chain saws, garden tools, gas operated weed trimmers, etc., and the ability to work at heights of up to 30 or 50 feet..
- **SNOW REMOVAL:** Removes snow and ice from parking lots and sidewalks in order to provide safe areas for staff and visitors during inclement weather. This requires the ability to safely, skillfully and independently operate a variety of snow removal equipment such as tractors and vehicles with snow blades, snow blowers and hand shovels; the ability to follow written and verbal instructions in the application of ice and snow melting chemicals; the ability to work in extreme cold and windy conditions for long periods of time during daylight or darkness; and reporting for work outside regular working hours as needed.
- **CARPET CLEANING:** Prepares and shampoos carpeting in order to insure carpeted areas are clean and maintained in good condition. This requires the ability to independently and accurately mix the correct cleaning products to achieve the desired result and the ability to use carpet-cleaning machines.
- **ENGINE REPAIR:** Performs minor maintenance and repairs on equipment used in the completion of job tasks. This includes, but is not limited to, removing snow blades, changing oil filters, replacing spark plugs, etc. This requires basic knowledge of small engine maintenance and repair.
- **BUILDING MAINTENANCE:** Performs a variety of building maintenance tasks as assigned, in order to assist in keeping the facilities in good operating condition. This includes, but is not limited to, replacing florescent light bulbs, stopping sewer odor coming from floor drains, shutting off main water valves during emergency repairs, changing furnace filters, painting offices, installing picture frames, etc. This requires a working knowledge of routine building maintenance and repair and the ability to follow verbal instructions.

**How will I be screened? (Required Qualifications):** Must be able to work in heights 50 feet off the ground. Must be able to pick up at least 100 lbs. of equipment off the ground. Must have valid driver's license. Prefer 6 months experience in small engine repair, mechanical, plumbing and electrical repairs. Prefer Basic knowledge of planting flowers and shrubbery. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Building Systems Technician****Construction Facilities Maintenance Office, Fort Riley,**

**JOB REQUISITION # 179725 - Job Summary:** Full time, unclassified with benefits, state position, \$15.03 - \$16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 5:00 PM. **Open until filled**, get applications in early as posting will close once position is filled.

**Job Description:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, disassembles, repairs, replaces, or adjusts thermostats, pressure stats, humostats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment. Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Subject to call in to perform emergency repairs during off-duty hours.

**Minimum and Preferred Qualifications:** Qualified candidate will have 2 years of training and/or experience in HVAC pertaining to installation, repair and maintenance of various types of equipment. Training in HVAC, HVAC mechanical systems at the high school level or at an accredited post school academic or vocational institution may be substituted for the required experience at the rate of one-half hour school unit. 90 clock hours or 2 semesters for one month experience with a maximum substitution of 2 years' experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

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